

GENERAL EQUIPMENT REQUEST FORM (Continued)

- 1. Please describe your equipment or program request. Please answer the following questions as part of your description:**
 - a. Indicate the immediacy of need.
 - b. Note how your request provides (1) innovation, (2) "state of the art" technology (if applicable), and (3) improvement of program or activities.

- 2. Explain how this request will benefit the college, the students and/or the community.**

- 3. Please explain student impact and provide supporting data were applicable:**
 - a. Number of students impacted over the course of one year.
 - b. Courses impacted.
 - c. Provide student data over the past year, listing specific courses and enrollment.

- 4. Please identify associated costs, procurement of additional space, staffing or other resources not currently in place using the categories below. If a category does not apply to you, please type in N/A.**
 - a. Subscriptions:

 - b. Maintenance agreement:

 - c. Licensing:

 - d. Upgrades:

 - e. Ongoing or additional costs:

 - f. Additional staffing:

 - g. Additional space:

 - h. Other:

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5. Please describe the timeline of implementation of your equipment or program request.

Signature of Applicant: _____

DEPARTMENT/DIVISION APPROVAL

Dept. Chair/Director: _____

Dean/Associate Vice President/Vice President: _____

For Finance & Budget Use Only			
Review Process			Eligibility
Information Technology _____	<input type="checkbox"/>	Grant Sources	<input type="checkbox"/> State Equipment
Site Planning & Construction _____	<input type="checkbox"/>	Technology Fee	<input type="checkbox"/> State Operating
Approved Program? _____	<input type="checkbox"/>	Greenspun	<input type="checkbox"/> Summer Equipment
Request forwarded to: _____	<input type="checkbox"/>	Lab Fee	<input type="checkbox"/>